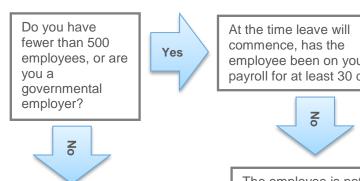


# Families First Coronavirus Response Act (FFCRA) Leave

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### **Public Health Emergency Leave**



employee been on your payroll for at least 30 days?\*



The employee is not eligible for Public Health Emergency Leave.

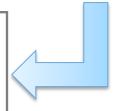
After the first 10 days of leave, you must continue paid Public Health Emergency Leave for up to 12 weeks at a rate of no less than two-thirds of the employee's usual rate of pay. The FFCRA limits the amount of required Public Health Emergency Leave to no more



to do so.

Yes

First 10 days may be unpaid. Employee may use FFCRA Emergency Paid Sick Leave. The employee may substitute Emergency Paid Sick Leave or accrued PTO, vacation, or sick time, in

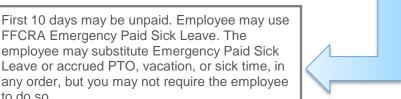


Is the employee unable to work or telework due to a need for leave to care for the son or daughter under 18 years of age of such employee if the school or place of care has been closed, or the child care provider of such son or daughter is unavailable, due to a public health emergency (i.e., COVID-19)?



Public Health Emergency Leave does not apply. See Emergency Paid Sick Leave on page 2 to determine if other FFCRA leave may apply.

Public Health Emergency Leave applies. The employee is entitled to up to 12 weeks of job-protected\*\* leave beginning on or after April 1, 2020. Note that if your organization was subject to FMLA prior to April 1, 2020, the employee's Public Health Emergency Leave entitlement depends on how much leave the employee has already taken during the 12-month measurement period that you use for FMLA leave. The employee may take a total of 12 workweeks for FMLA or Public Health Emergency Leave reasons during a 12-month period.



her position if: The individual is a highly compensated "key" employee as defined under the FMLA, or if you have fewer than 25 employees, and the employee took leave to care for their own son or daughter whose school or place of care was closed, or whose child care provider was unavailable, and all four of the following hardship conditions exist: (1) the position no longer exists due to economic or operating conditions that affect employment and due to COVID-19 related reasons during the period of the leave; (2) you made reasonable efforts to restore the employee to the same or an equivalent position; (3) you make reasonable efforts to contact the employee if an equivalent position becomes available; and (4) you continue to make reasonable efforts to contact the employee for one year beginning either on the date the leave related to COVID-19 reasons concludes or the date 12 weeks after the leave began, whichever is earlier.

\*\* You may refuse to return an employee to his or

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than \$200 per day and \$10,000 in total.

FFCRA does not apply.

<sup>\*</sup> Employees who wish to begin leave on April 1, 2020, must have been on your payroll as of March 2, 2020. Note that an employee may be entitled to FMLA-protected leave prior to April 1, 2020 (see page 3). An employee who was laid off any time after March 1, 2020, will be eligible for paid Public Health Emergency Leave and Paid Emergency Sick Leave if he or she is then rehired by you.



## Families First Coronavirus Response Act (FFCRA) Leave

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#### **Emergency Paid Sick Leave**

Do you have fewer than 500 employees, or are you a governmental employer?



Is the employee unable to work or telework due to one of the following reasons?

- 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis?



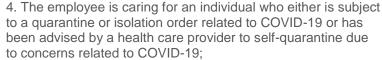
FFCRA does not apply.

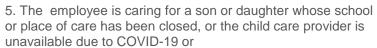


Emergency Paid Sick Leave applies.\* When Emergency Paid Sick Leave is for reasons (1), (2), or (3) above, the employee is entitled to 100% of regular rate of pay (capped at \$511 per day/\$5,110 aggregate) for up to 80 hours (prorated for part-time employees).



Is the employee unable to work or telework due to one of the following reasons?





6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services?



Emergency Paid Sick Leave does not apply.



Emergency Paid Sick Leave applies.\* When Emergency Paid Sick Leave is for reasons (4), (5), or (6) above, the employee is entitled to 66.67% of regular rate of pay (capped at \$200 per day/\$2,000 aggregate) for up to 80 hours (prorated for part-time employees).

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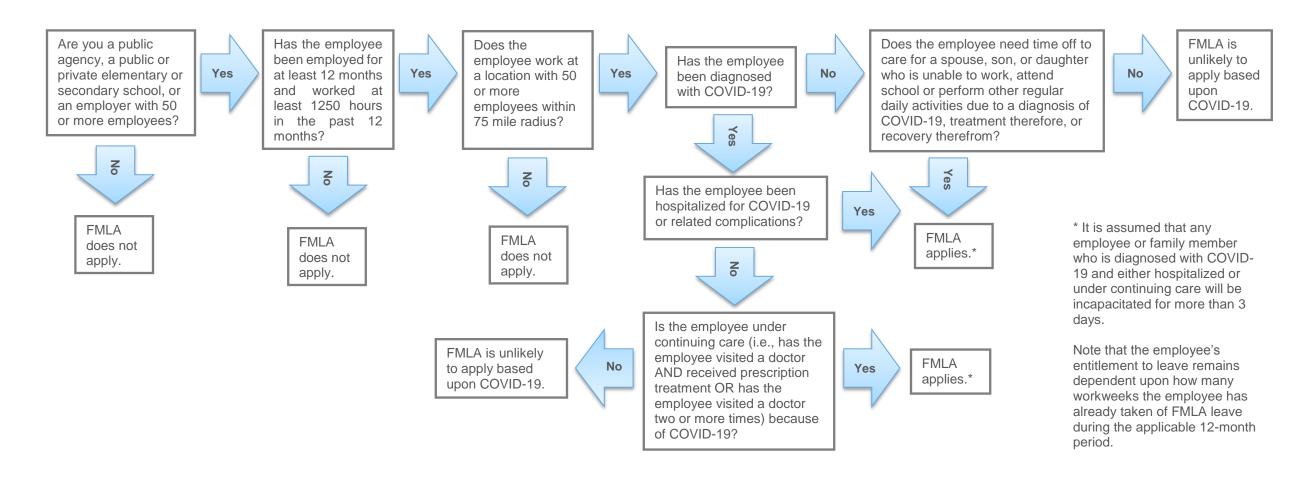
<sup>\*</sup> Emergency Paid Sick Leave applies in addition to any other employer-paid time off. The employee may choose to use existing paid vacation, personal, medical, or sick leave from your paid leave policy to supplement the amount your employee receives from paid sick leave or expanded family and medical leave. An employee who was laid off any time after March 1, 2020, will be eligible for Paid Emergency Sick Leave if he or she is then rehired by you.



## Families First Coronavirus Response Act (FFCRA) Leave

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#### Family and Medical Leave Act Leave and COVID-19



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